(U) Executive Order 13526, “Classified National Security Information”

(U) Sec.1.6.(c) states: With respect to each classified document, the agency originating the document, shall, by marking or other means, indicate which portions are classified, with the applicable classification level, and which portions are unclassified.


(U) §2001.21(c) states: Each portion of a document, ordinarily a paragraph, but including subjects, titles, graphics, tables, charts, bullet statements, sub-paragraphs, classified signature blocks, bullets and other portions within slide presentations, and the like, shall be marked to indicate which portions are classified and which portions are unclassified by placing a parenthetical symbol immediately preceding the portion to which it applies.

(U) Why do we portion mark classified documents?

(U) To identify the exact information that requires protection.

(U) To indicate the level of classification assigned to the information.

(U) To allow for determination of the overall classification of the document.

(U) Portion marking is the first step when marking a classified document.

(U) What do you portion mark?

(U) Titles, subject lines, paragraphs, sub-paragraphs, bullets, pictures, graphs, charts, tables, etc.

(U) Where do you portion mark?

(U) For text, at the beginning of the portion. Charts, pictures, etc. are portion marked as shown.
(U) Portion Marking Rules

(S) Portion at beginning of portion.

(C) Portions are identified as any segregable part – titles, subjects, paragraphs, sub-paragraphs, pictures, charts, bullets, sub-bullets, etc.

(U) Sources

(U) Title of Security Classification Guide, dated ______
(U) ISOO Memo, Subject , Date of Memo, declassify on December 30, 2039
(U) PowerPoint Presentation, Subject, Date, declassify on June 15, 2032

Subject: (U) Subject of Document

(S) Paragraph 1 is classified SECRET.

(S) Paragraph 2 is classified SECRET.

(U) Paragraph 3 is UNCLASSIFIED.

• (S) Bullet 1 is classified SECRET.
  • (U) Sub-bullet is UNCLASSIFIED
  • (S) Sub-bullet is classified SECRET
• (U) Bullet 2 is UNCLASSIFIED.
  • (U) Sub-bullet is UNCLASSIFIED
  • (S) Sub-bullet is classified SECRET

Photos, pictures, charts, graphs, etc. are portions that must be marked. The titles must be portion marked as well.

Classification markings are for training use only!